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The North Carolina State Bar
Board of Paralegal Certification

2007 Application for Paralegal Certification

208 Fayetteville St., PO Box 25908
Raleigh, NC 27611, (919) 828-4620

**The North Carolina State Bar
Board of Paralegal Certification
2007 Application for Paralegal Certification**

Instructions and Information for Applicants

Please read and follow these instructions before completing this application.

1. READ the North Carolina Plan for Certification of Paralegals. These materials are found at 27 N.C.A.C.1G, Sect.0100 *et seq.* and are published in *The North Carolina State Bar Lawyer's Handbook*.

2. FILING FEE—A filing fee of \$125.00 must accompany this application. All checks should be payable to the North Carolina State Bar Board of Paralegal Certification. Any check returned for insufficient funds will be subject to a \$20.00 fee in addition to requiring a certified check prior to processing the application. Rejection or withdrawal of an application will not entitle an applicant to a refund of the fee or any part of the fee.

3. FILING TIME PERIOD—The application shall be considered timely filed in 2007 if the application is delivered to the office of the North Carolina State Bar before 5:00 p.m. on June 29, 2007, or is postmarked no later than June 29, 2007.

4. PROCESSING OF APPLICATIONS—A notice showing the date of filing will be sent to each applicant. Only completed applications will be reviewed by the Board of Paralegal Certification ("board"). Each applicant will be notified by mail of the acceptance or rejection of his or her application.

5. COMPLETED APPLICATIONS—All completed applications should be mailed to Director, The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611.

6. VERIFICATION OF ATTORNEY— All applications must be verified by a lawyer who is familiar with the applicant's credentials either through personal knowledge or after reasonable inquiry. The attorney verification is also required on applications from applicants who work exclusively in areas wherein nonlawyers are authorized by applicable state or federal law to provide legal services directly to the public. A colleague or friend who is a lawyer, and who is familiar with the applicant's credentials, may provide this verification. If an applicant is unable to obtain verification due to extenuating circumstances, the applicant may request that the board waive this requirement for good cause shown.

**The North Carolina State Bar
Board of Paralegal Certification
2007 Application for Paralegal Certification**

Filed: _____
(For Office Use Only)

File number: _____
(For Office Use Only)

I. PERSONAL INFORMATION

Full name: Miss Mrs. Ms. Mr. _____
(Circle one) (First) (Middle) (Last)

Name as you would like it to appear on your certificate: _____

Mailing address: _____
(Street/PO Box) (City) (State) (Zip)

Firm or employer: _____

Office address: _____
(Street/PO Box) (City) (State) (Zip)

Telephone number (Office): _____ (Fax): _____

Are you a legal resident of the United States? Yes No

List any criminal conviction (not traffic infractions) that you have received.
(If conviction was under a different name, list that name.)

Type of Conviction	Jurisdiction	Date	Name (if different from above)

II. QUALIFYING METHOD

Indicate all methods by which you may qualify for certification (and complete all appropriate sections of this application).

- ☐ **Method A**—Earned a high school diploma, or its equivalent, worked as a paralegal in North Carolina for not less than 5,000 hours during the five years prior to application, and completed three hours of continuing legal education in professional responsibility.
- ☐ **Method B**—Obtained and maintained at all times prior to application the designation Certified Legal Assistant (CLA)/Certified Paralegal (CP), PACE-Registered Paralegal (RP), or other national paralegal credential approved by the board and worked as a paralegal in North Carolina for not less than 2,000 hours during the two years prior to application.
- ☐ **Method C**—Fulfilled the educational requirements set forth in the Plan for Certification of Paralegals, Rule .0119(a)(1)a. or b., and worked as a paralegal in North Carolina for not less than 2,000 hours during the two years prior to application.

III. EDUCATION

A. High School

Name of school _____ Location _____

Year diploma received _____

B. Associate, Bachelor, and Post Graduate Degrees

Complete the following information for each degree obtained.
(List paralegal degrees under section C below.)

Full Name/Location of School	Degree Obtained	Subject Matter	Date

C. Paralegal Studies Programs

1. Degrees/Certifications

Complete the following information for each degree obtained.

Full Name/Location of School	Degree/Certification Obtained	Date

2. If no degree/certification was obtained, please complete the following.

Attach additional sheets if necessary.

Full Name/Location of School	Courses Taken	Dates of Course	Credit/Contact Hours Received

IV. WORK EXPERIENCE AS A PARALEGAL

Circle the practice areas to which you devoted 25% of your time, or more, during the past five calendar years. Then list your work experience¹ as a paralegal during the past five calendar years by placing the appropriate numbers from the Work Activities list below in the appropriate column in the chart on page 6. If the work you performed in a particular job does not fall within a category on the list, please insert the number 9 (for “other work”) and attach a sheet explaining the work that you performed.

Administrative Law	Family Law	Personal Injury
Bankruptcy	Foreclosure	Products Liability
Business Acquisitions	Healthcare	Real Estate
Civil Litigation	Immigration Law	Securities
Collections	Intellectual Property law	Tax Law
Construction Law	Legislature Law	Wills/Estate/Probate
Corporate	Labor & Employment Law	Workers' Compensation
Criminal Litigation	Local Government	Wrongful Death Claims
Environmental	Medical Malpractice	Other _____

Work Activities:

1. Drafting of pleadings; discovery requests and responses; witness interviews, preparation and coordination; exhibit preparation and organization; trial notebook preparation; trial support

2. Investigating including locating witnesses, experts and knowledgeable persons; developing questions for interviews; preparing releases and requests to obtain medical, corporate and government records; reading and interpreting the information in such records; researching to obtain relevant information

3. Interviewing prospective and current clients and witnesses; informing and communicating with clients, witnesses and opposing parties

4. Public records searches; due diligence preparation and record review; document preparation and organization; preparation for and participation in closings

5. Legal research using both print and electronic sources

¹ Work experience shall mean (a) specifically delegated substantive legal work, which, for the most part, requires a sufficient knowledge of legal concepts that, absent the performance of such work by a nonlawyer, would be performed by a lawyer, or (b) work performed exclusively in areas of legal practice wherein nonlawyers are authorized by applicable state or federal law to provide legal services directly to the public.

6. Legal writing including preparation of memoranda of law, client correspondence, and forms

7. Law office management including establishing, maintaining or using client file or case management systems; client relation systems; docket/calendaring systems; billing systems; and risk management (conflicts) systems

8. Work performed not under the direct supervision of a lawyer: 8a – representation of claimants before the Social Security Administration; 8b – public records searches; 8c – oversight of real estate document execution; 8d – other freelance (attached sheet with explanation)

9. Other

Attach additional sheets if necessary.

Employer (Name/Address)	Dates of Employment	Work Activities (see list above)	Approx. # of Hours of Paralegal Work Each Year

V. PARALEGAL LICENSES AND CERTIFICATIONS

List any paralegal license received from a government entity and all certifications received from a national paralegal organization (for example, PACE Registered Paralegal).

Licensing or Certifying Organization	Title of License or Certification	Date Received	Still Current (Y/N)

State whether each license or certification has ever been suspended or revoked, the date of such action, and the reason therefore.

VI. LAW LICENSES

Complete this section only if you have earned a degree from an ABA accredited law school.

1. Have you ever been licensed to practice law? If so, state where and when you were licensed.

2. If your law license has ever been suspended or revoked, state the reason for the suspension or revocation, the name of the entity taking such action, the date of the action, and the reason therefore.

VII. CONTINUING LEGAL AND PARALEGAL EDUCATION

For applicants qualifying by Method A (see section II above) only.

List all professional responsibility/professionalism continuing education programs completed in the preceding 12 months that satisfy the requirement under Rule .0119(b)(1).

Course Title	Course Sponsor	Date	Continuing Education Credits/Contact Hours

ACKNOWLEDGMENT OF APPLICANT

- I have read the rules of the board and the standards for certification of paralegals. I agree to comply with the rules and regulations of the board and the standards.
- I consent to a confidential inquiry of third parties by the board for the purpose of determining whether I fulfill the requirements for certification.
- If granted a paralegal certificate by the Board of Paralegal Certification, I agree to surrender the certificate if the certificate is revoked by the board.
- I agree to pay all fees required by the board when due.
- I understand the period of certification is one (1) year. If I become a certified paralegal and desire to continue my certification, I must comply with the standards regarding continued certification as a paralegal.
- I affirm the contents of this application and its attachments, and I affirm that the material representations of my experience and education set forth herein are true and correct.
- I am enclosing my check for \$125.00 as the application fee. I understand this fee is nonrefundable regardless of the disposition of my application.

This the _____ day of _____, 20 _____.

Print or type full name

Signature: _____

RETURN TO: Director, The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611

SPONSORING ATTORNEY VERIFICATION ²

I hereby verify (1) that I am a member in good standing of the North Carolina State Bar, or the Bar of the state indicated below, (2) that _____, Applicant, is personally known to me, (3) that I have reviewed the contents of this application, and (4) based on personal knowledge or after reasonable inquiry I am informed and believe that the contents of this application, including without limitation the Applicant's representations of education and experience, are true and correct.

This the _____ day of _____, 20 _____.

Print or type full name

Title

Law Firm

Address

Licensing State

Bar Number

Signature: _____

² VERIFICATION OF ATTORNEY—All applications must be verified by a lawyer who is familiar with the applicant's credentials either through personal knowledge or after reasonable inquiry. The attorney verification is also required on applications from applicants who work exclusively in areas wherein nonlawyers are authorized by applicable state or federal law to provide legal services directly to the public. A colleague or friend who is a lawyer, and who is familiar with the applicant's credentials, may provide this verification. If an applicant is unable to obtain verification due to extenuating circumstances, the applicant may request that the board waive this requirement for good cause shown.